



Foreign Affairs Handbook

14 FAH-1 – Department-Wide Personal Property Management Handbook

Change Transmittal: PPM-12

Date: May 24, 2012

14 FAH-1 H-120 DOMESTIC RESPONSIBILITIES

Major Changes

1. This Change Transmittal issues the following changes to 14 FAH-1 H-120:
 - **14 FAH-1 H-121, Accountable Property Officer (APO):** If the organization has program property, a senior management official, who reports directly to the Assistant Secretary, or equivalent, must be the accountable property officer (APO). The designation of a custodial officer remains in effect until that officer is relieved in writing by the APO. **Training:** The APO is responsible for ensuring that each custodial officer successfully completes PA169, Property Management for Custodial Officer, online course administered by the National Foreign Affairs Training Center (NFATC) within 6 months of that designation;
 - **14 FAH-1 H-123, Area Custodial Officer (ACO):** An area custodial officer's (ACO) responsibilities also includes preparing Form DS-1882, Domestic Property Excess, and submitting it via the Excess Property Module in ILMS-AM to A/LM/PMP/BA/PM; and
 - **14 FAH-1 H-125, Transfer of Custodial Responsibility:** If discrepancies between an inventory and property records cannot be reconciled, the departing custodial officer initiates a property survey report.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in

the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

4. The office responsible for the material in this subchapter is the Bureau of Administration's Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-1 H-120 (CT:PPM-2; 07-27-2005) and insert revised subchapter 14 FAH-1 H-120 (CT:PPM-12; 05-24-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PPM-12, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.